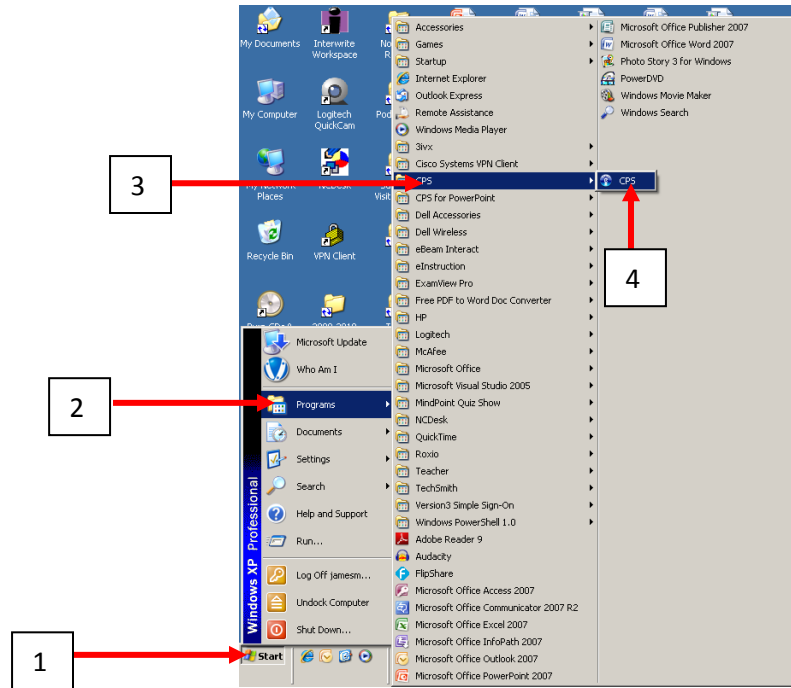


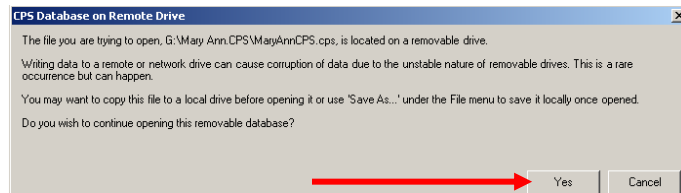
To Open a Saved CPS Database

To Open a CPS Database:

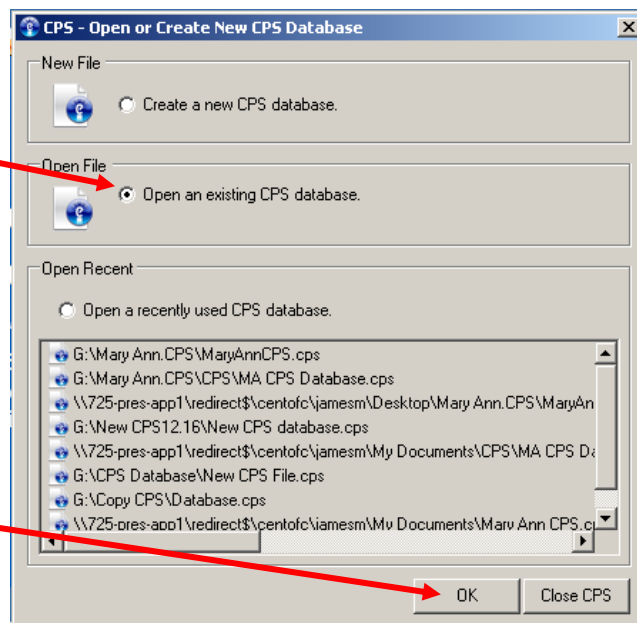
1. Click Start
2. Programs
3. CPS
4. CPS



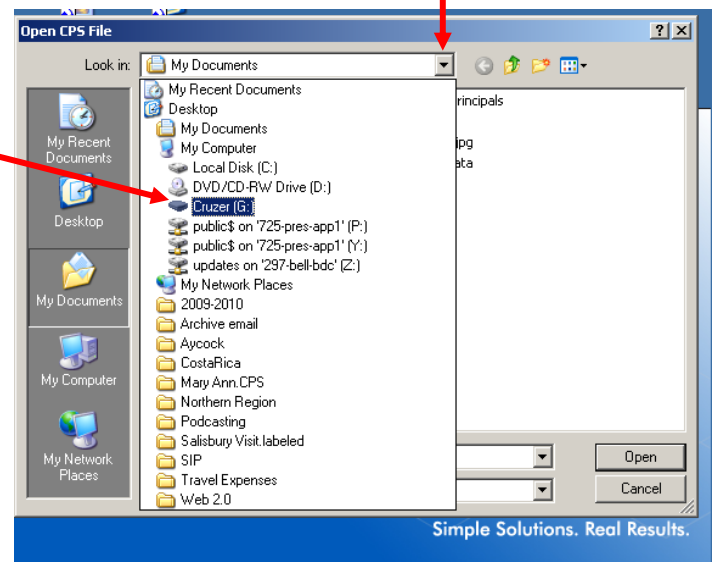
This error message may come up. If it does, click **Yes**.



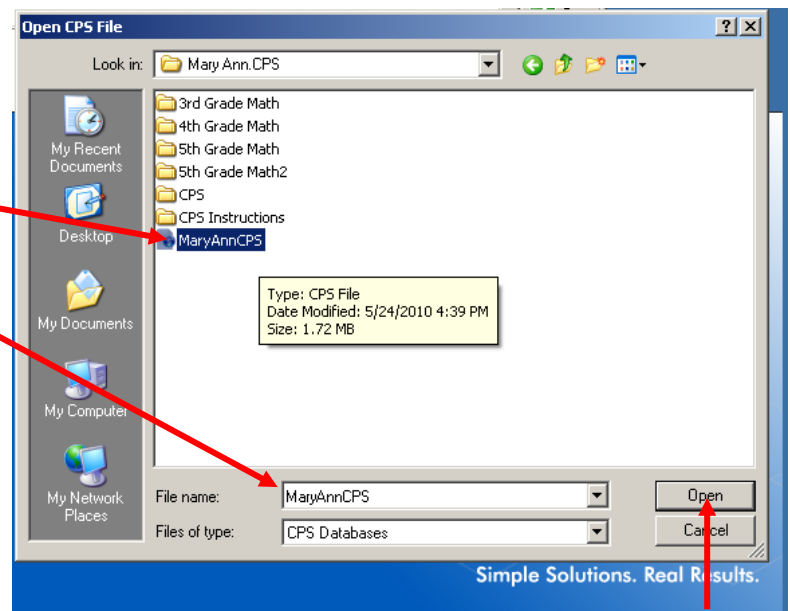
Open an existing CPS database.



Navigate to where the CPS database is saved.



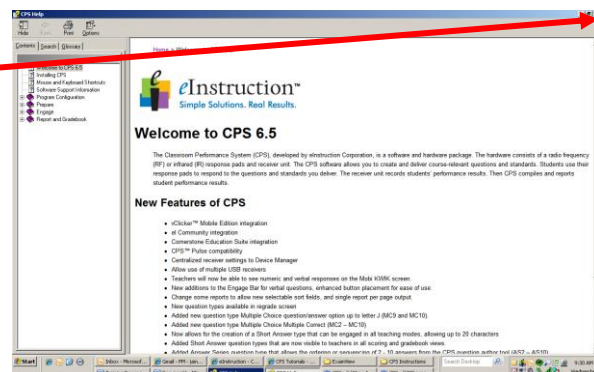
Select the name of the CPS file.



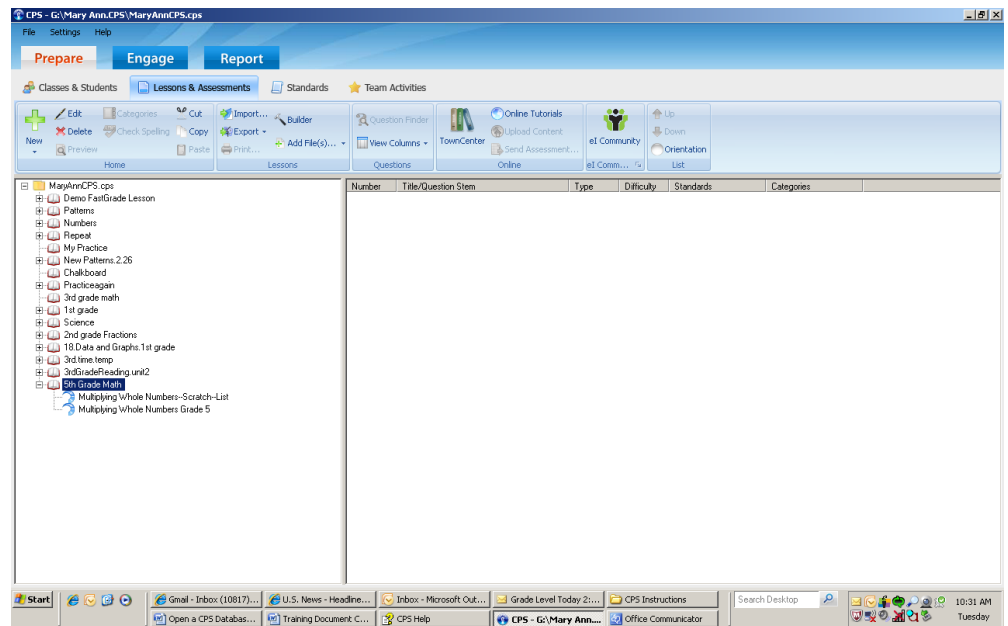
Click **Open**.

This will be the next screen that will come up. It is an informational screen.

To move on, click the **X**.



CPS database file is open:



Adding Classes and Students after the initial set up for CPS

Add Classes or Students under **Prepare** tab, **Classes & Students**.

Click:

- **Prepare** tab
- **Classes & Students**



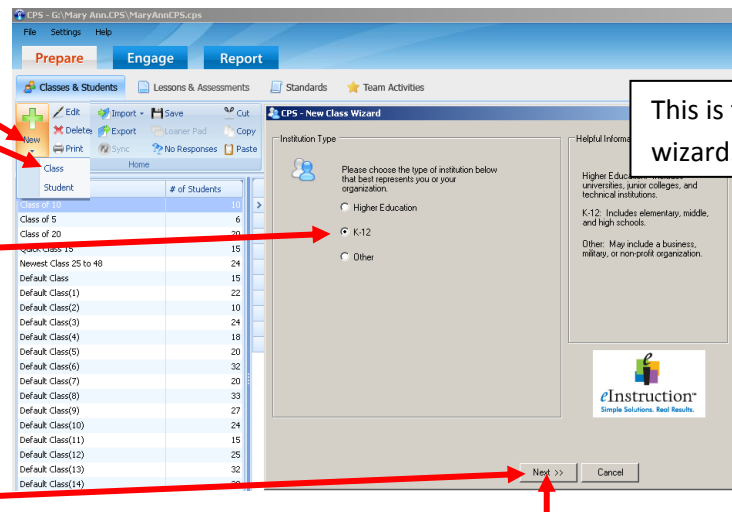
To add a Class:

Click:

- **New**
- **Class**

Click **K-12**.

Click **Next**.



Select ***Teacher** name from drop-down menu.

Key in ***Class Name**.

LA Grade 5

Class Information

Please enter the following information about your class.

*Teacher: Mary Ann James

Class Name: LA Grade 5

Course Number: _____ Section: _____

Period: _____ Semester: _____

Campus: _____

Classroom Number: _____

☐ Make this a CPSOnline class. (An Instructor Setup Code is required)

Attendance Options

☐ Display new attendance sessions in the Reports tab

☒ Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook tab

Helpful Information

To create a class you need a teacher and a class name.

CPSOnline is a standards based reporting system for teachers, principals and administration.

Learn about CPSOnline.

You may contact eInstruction technical support for additional help.
Phone: 888-333-4388
Web: www.einstruction.com/support

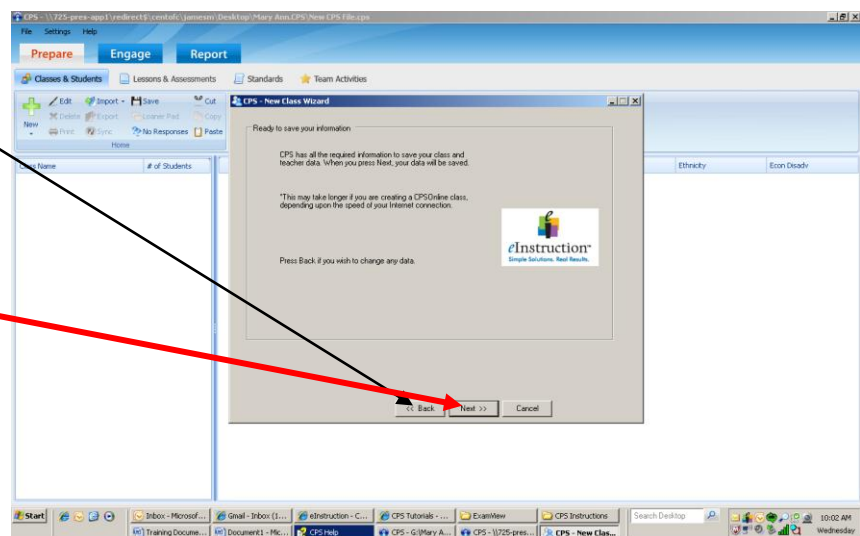
* indicates a required field.

Next >>

Click **Next**.

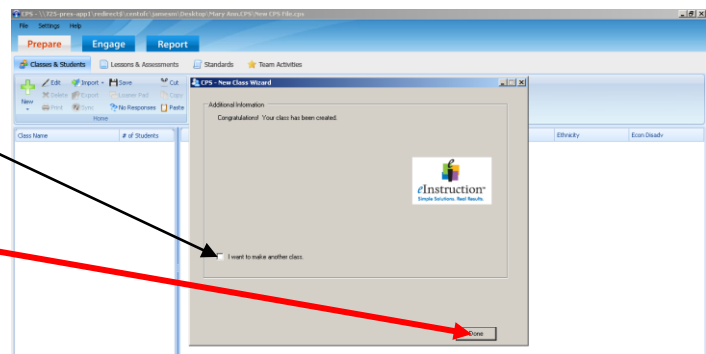
If you need to make changes to your class name, click **Back**.

If your class name is OK, click **Next**.

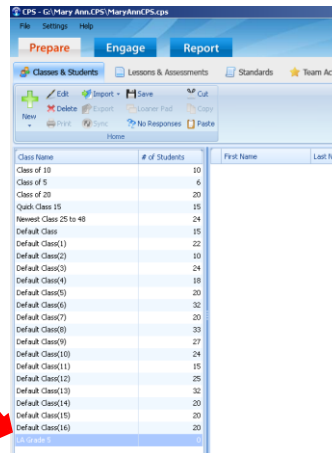


To add additional classes, click the box by I want to make another class.

If this is the only class you are creating, click Done.



New class was added.



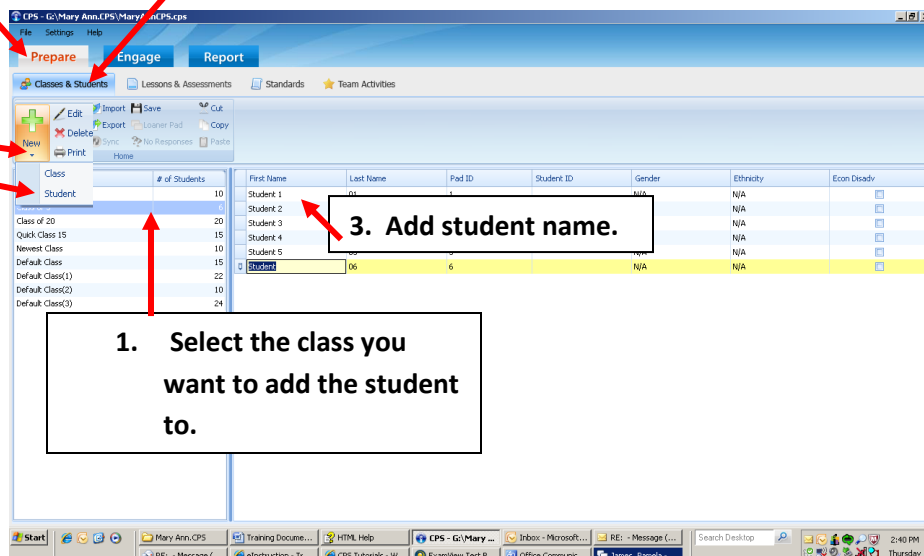
New Class: LA Grade 5

To add a Student to a class:

Under the Prepare tab, Classes & Students

2. Click:

- New
- Student



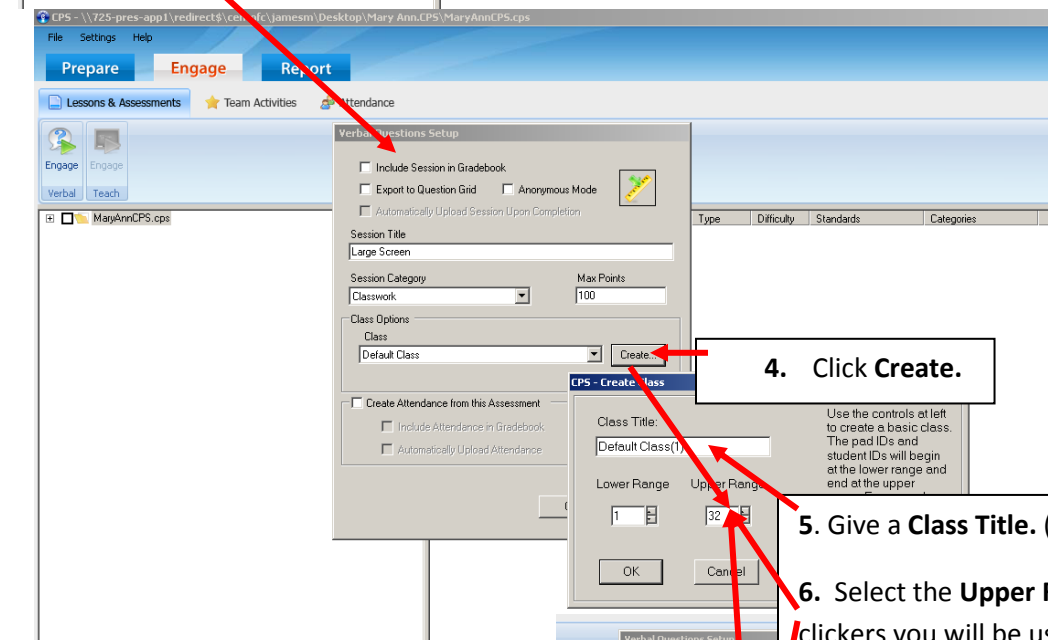
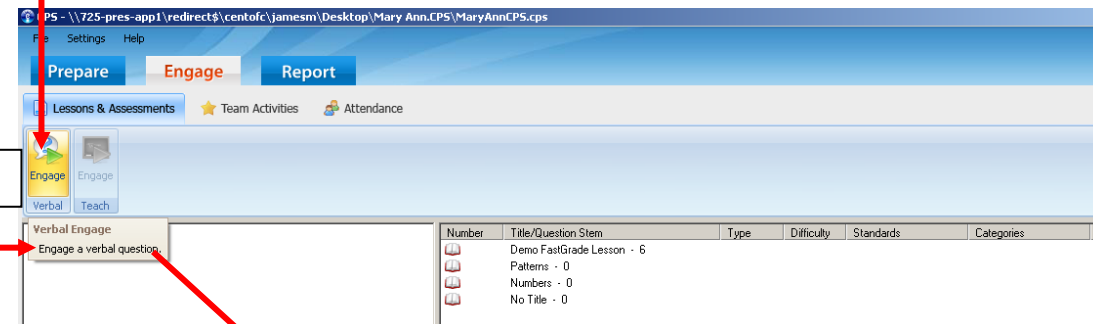
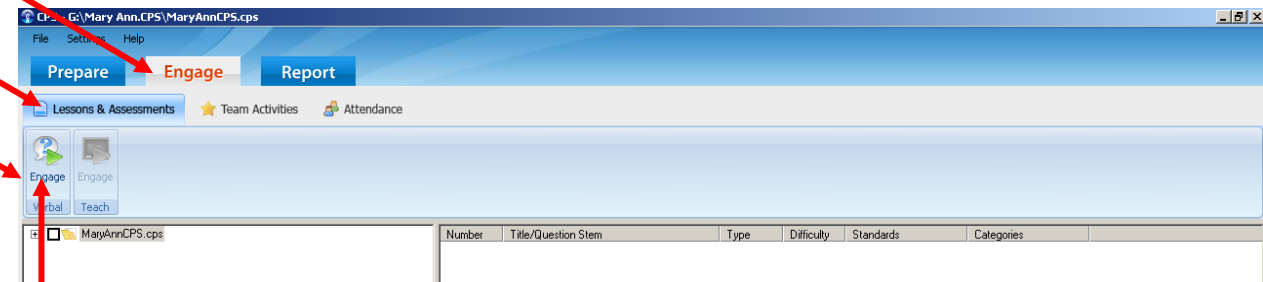
4. Once the first student has been added, you may hit Enter to enroll the rest of the students.

5. You may go back and add student names at a later time.

Verbal Question—Quick “On the Fly”

Quick Class Creation

Engage Lessons & Assessments



The window below will appear and you are ready to ask your verbal question.

The Engage Toolbar:

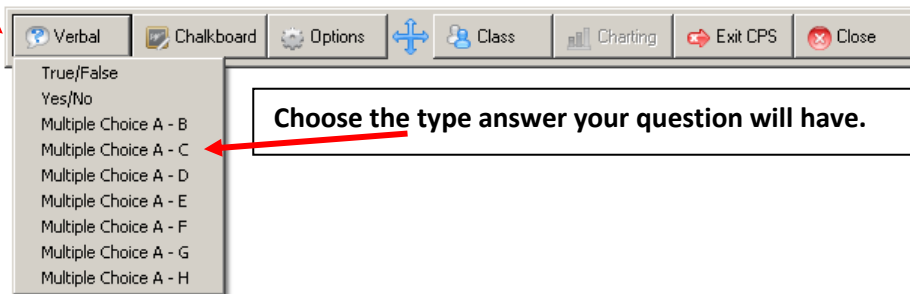


Click here and you can move the Engage Toolbar around on your screen.



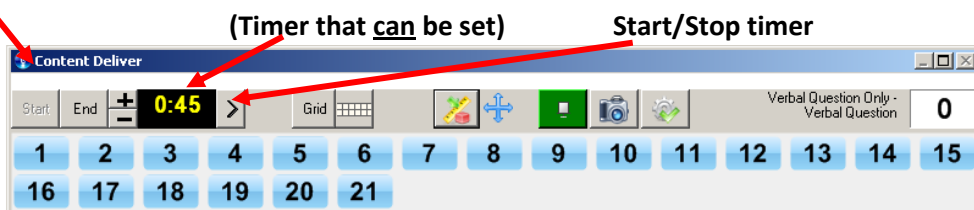
Click **Verbal**.

This window opens:

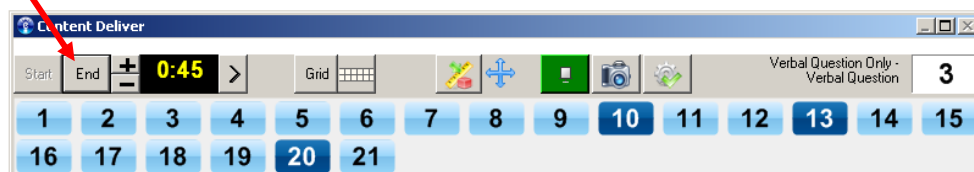


Choose the type answer your question will have.

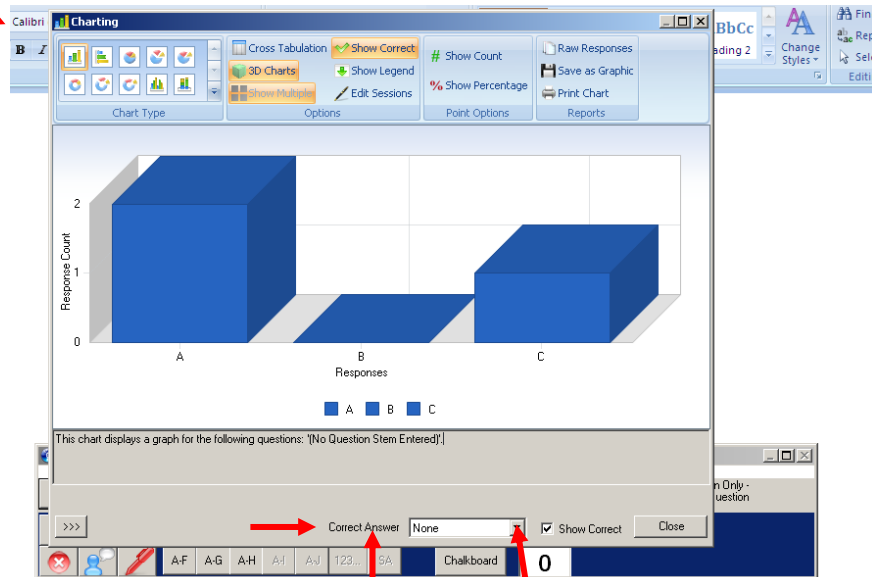
This window (**Content Deliver**) will appear next:



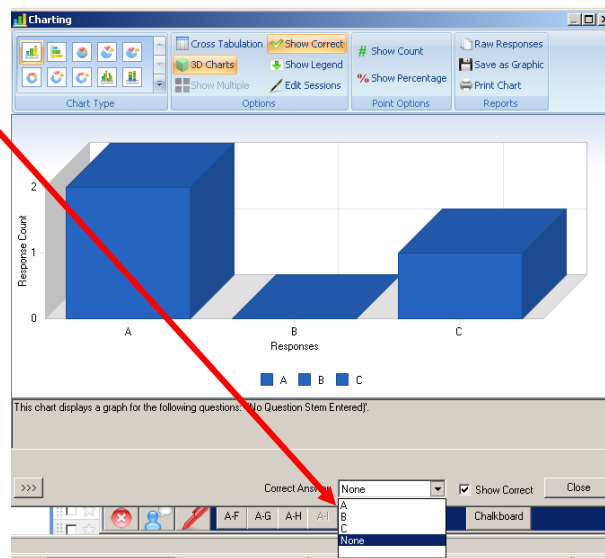
Click **End** when everyone has answered.



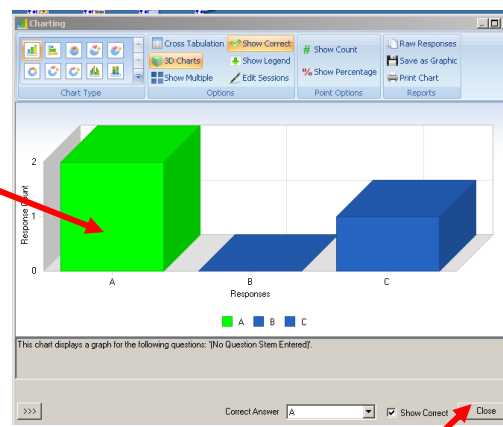
This window will come up after you click **End**.



With a **Verbal** question, you have to select the correct answer.

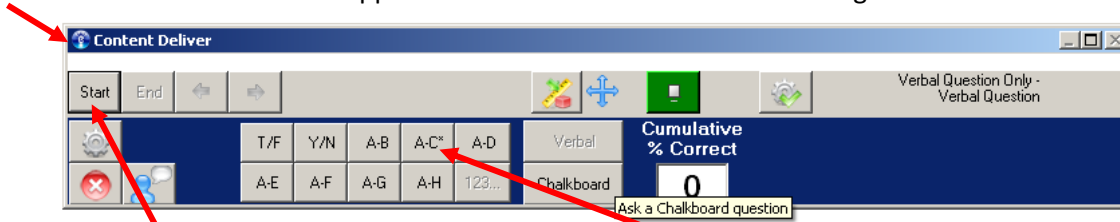


Correct answer turns
green.



Click **Close** to move to next question.

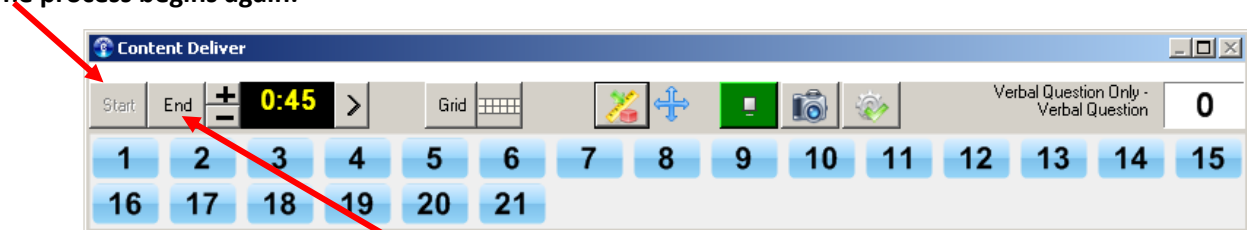
Below is the window that will appear when **Close** is selected after viewing the correct answer.



The question type of the previous question is indicated by the *. If the new question will have the same type answer, you do not have to do anything. If the new question has a different type answer, select the new type answer before continuing.

You will have to click Start to engage the CPS system with each new question.

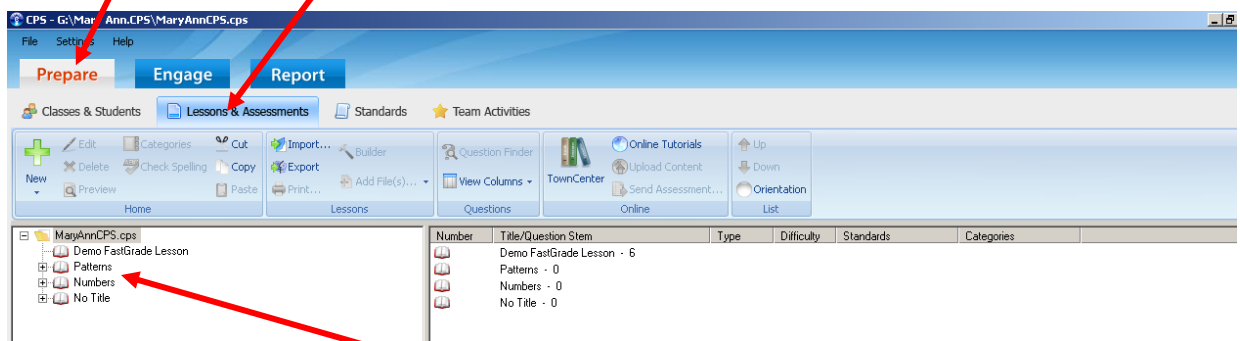
The process begins again:



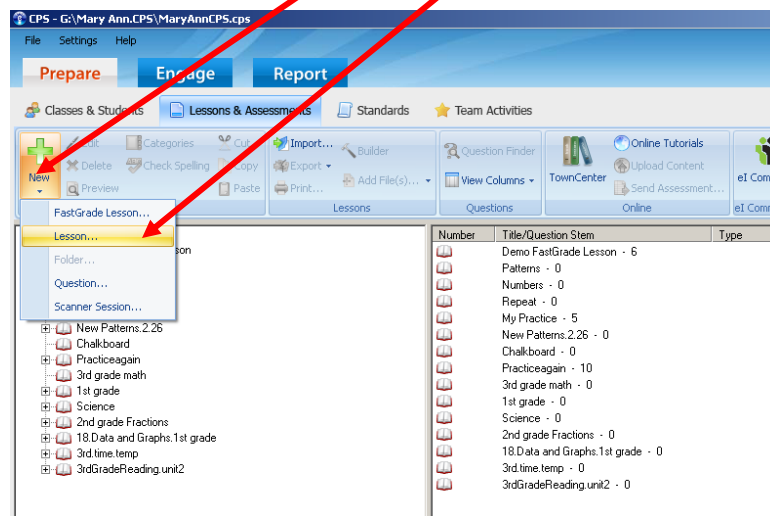
When everyone has answered, click End...

To add an ExamView Assessment (Test) to a CPS lesson:
(Use your ExamView Instructions to create question/test banks before you begin here.)

Under the **Prepare** tab, select **Lessons & Assessments**.

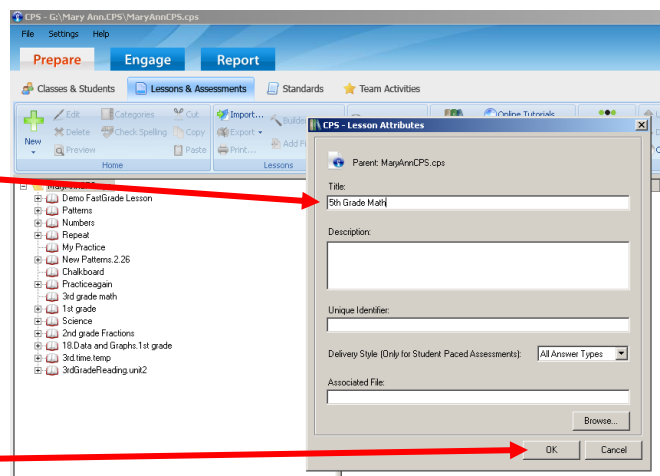


Either select a lesson that has been previously setup or add a New Lesson:



Adding a Lesson

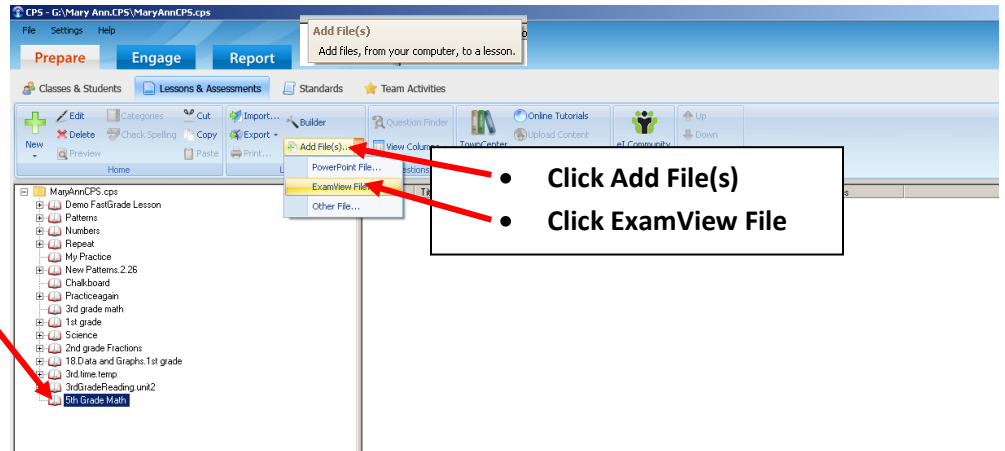
Give the lesson a name.
(5th Grade Math)



Click OK.

Now you are ready to Add a File (PowerPoint, ExamView, Other) to the lesson you selected or added.

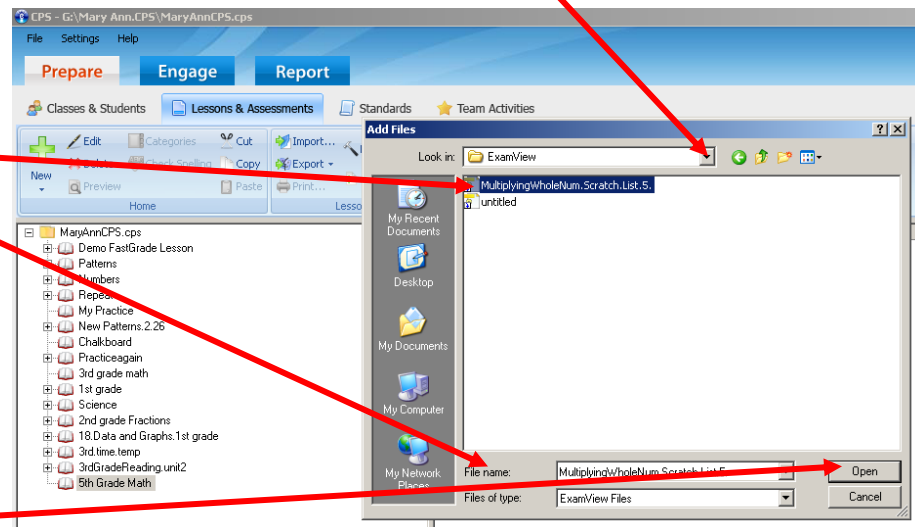
- Highlight the lesson where you want to add the test file.



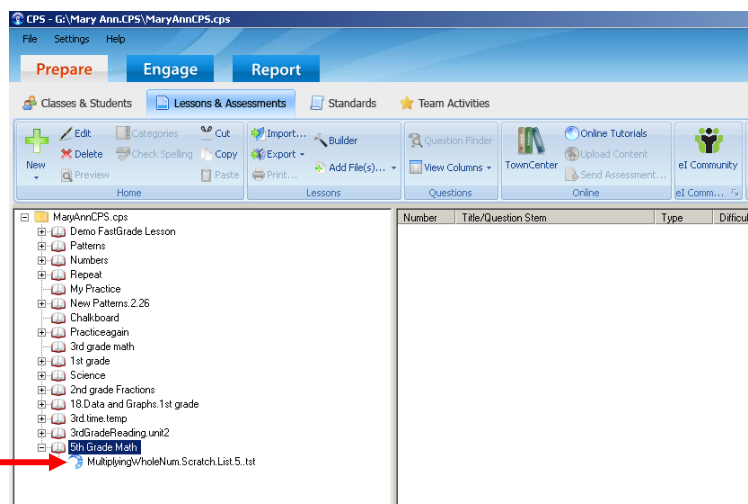
Navigate to where you saved the assessment (test) file you want to add.

Highlight the test you want to add.

Click Open.

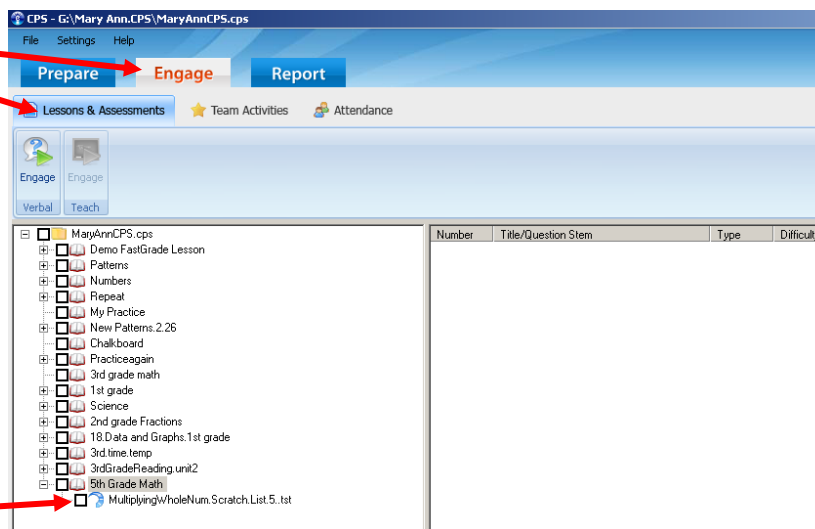


Test is added in lesson you highlighted.



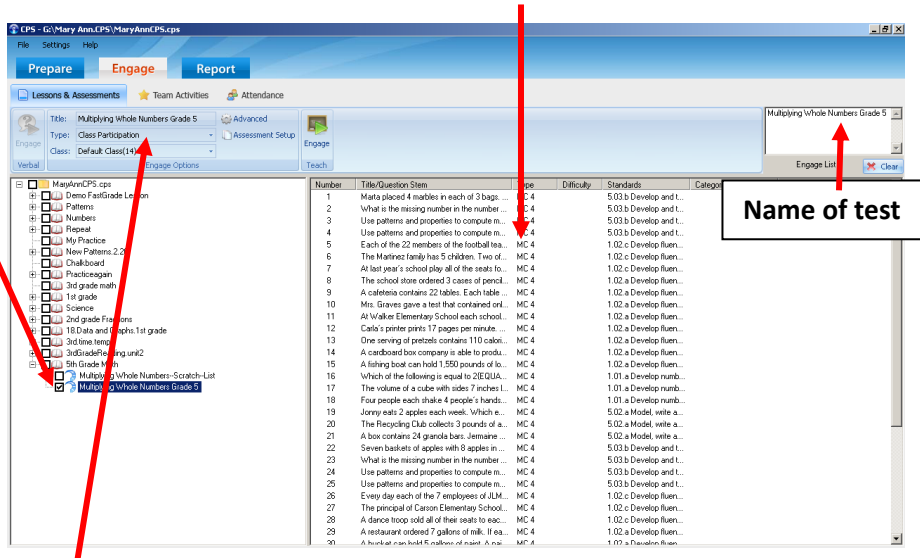
Now you are ready to use the CPS system with your students:

Select Engage tab
Lessons & Assessments



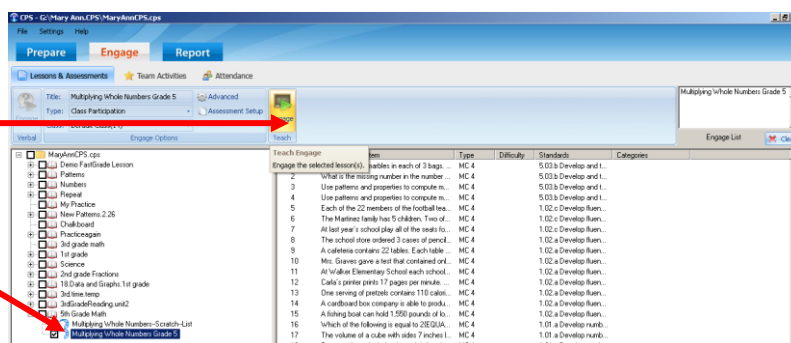
Put a \checkmark in the box by the test
you want to use.

Questions in test appear here after the \checkmark is entered:

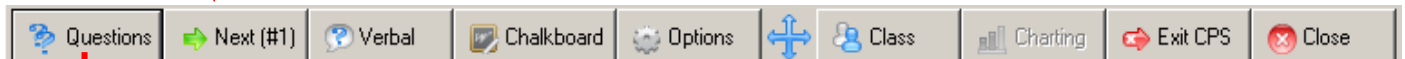


Changes may be made to choices in this area.

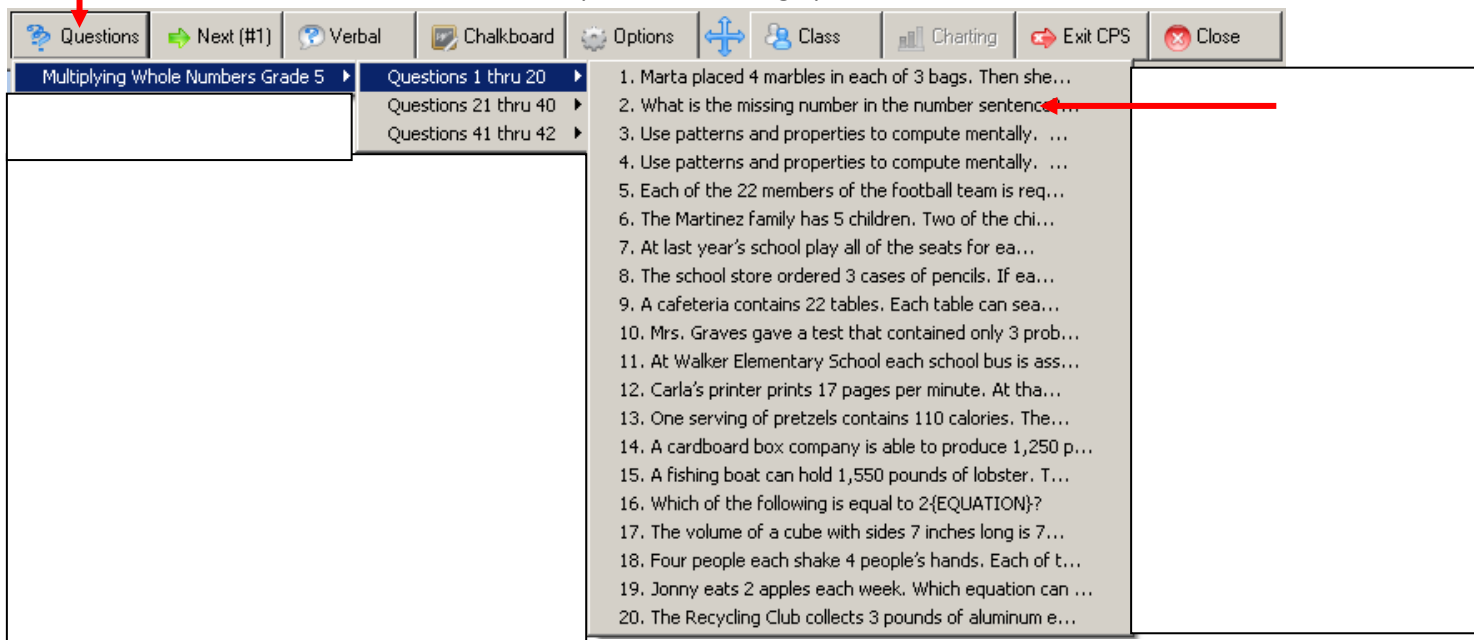
With the assessment you are going to
use selected/highlighted, click the
Engage button.



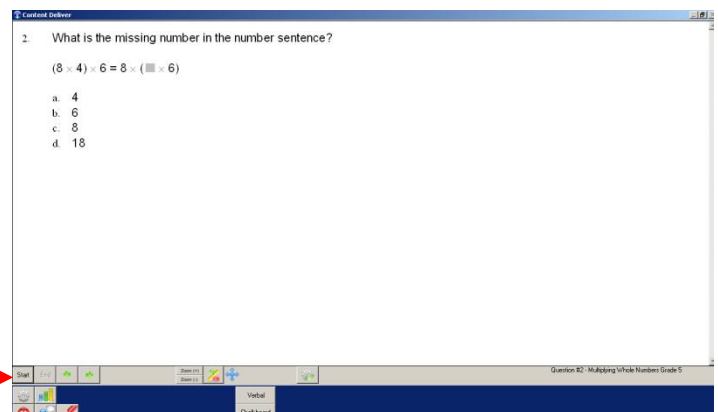
The **Engage Toolbar** will be on your screen.



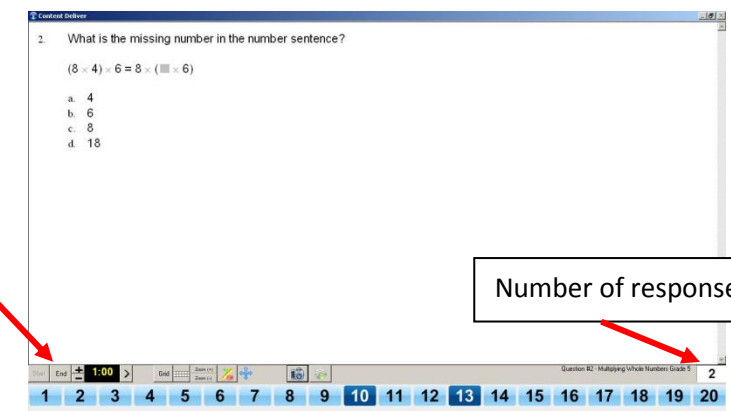
Questions will show in the process of setting up.



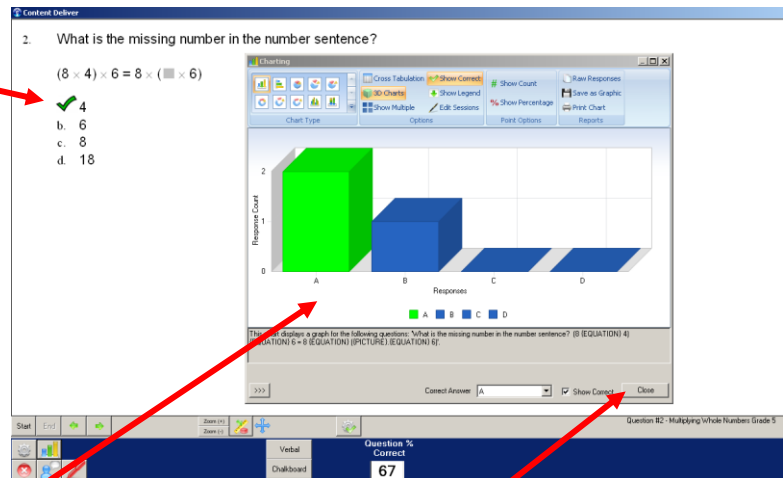
Click **Start** to activate student responses.



When all students have responded, click **End** for correct answer to be displayed.



Screen with answer displayed.



Click **Close** to continue to the next question.

Previous Question

Next Question



Charting

Create Verbal Question

Online Helps

http://www.einstruction.com/support_downloads/training/resources/index.html

Customer Support Phone Number: (888) 333-4988